If you cannot view images in this email, <u>click here</u> to view online.



www.claytonschools.net

Calendar

April 2019

Special Duties & Responsibilities Classroom Management Fun Fact <u>Summer Substitute Opportunities</u> Substitute Assignments Computer Access

Clayton High School Wydown Middle School Captain Elementary School Glenridge Elementary School Meramec Elementary School Family Center Substitute Teacher Resources

Classroom Management

Threats made by students can be intimidating and difficult to respond to appropriately. The best strategy and response will vary with individual situations. However, there are a few basic guidelines that can be universaly applied.

- 1. Don't ignore threats made by a student towards you or anyone else in the school.
- 2. If you feel anyone is in danger of physical harm, get help immediately. Call the office or send a studen to summon the assistance of a principal, school officer, counselor or another classroom teacher.
- 3. If you feel the threat is just an emotional outburst, and not a precursor to violence, acknowledge it and then calmly redirect the student to an appropriate activity. Delay a discussion of the situation until the student has calmed down or refer them to a school counselor.
- 4. Keep your emotions in check and remain professional. Don't respond with threats of your own.
- 5. Document the incident. Record withat happened, who was involved and how the issue was resolved.

Discuss the incident with the principal or school counselor and give them a copy of

your documentation. Keep a copy for your own records and be sure to include the information in your Absence Management feedback at the end of the day. Additional classroom management strategies can be found in the Substitute Teacher Handbook, which can be

found in each of the school libraries for check out, contact Cindy Whitney or you can visit STEDI.org for classroom management courses.

# **Special Duties and Responsibilities**

As part of some assignments your responsibilities may include hall, lunch, recess or bus duty. Specific instructions associated with such an assignment should be explained by the principal/substitute coordinator or outlined in the lesson plans. If not, keep the following in mind:

Your job is to supervise student actions and activities to ensure a safe environment and experience. • Proactive measures help to successfully deter potential problem situations. Your

Supervisory duties invlove more than jsut being in the vicinity of the students.

- active presence is usually enough to encourage inappropriate behavior.
  - -Be alert and attentive to what students are doing. -Remain standing.
  - -Move about the area you are supervising as much as possible.
- Should a problem arise, intervene before the situation gets out of control, and don't hesitate to ask for help from another teacher.
- Never leave a group of students unsupervised.

## **Fun Fact**

Did you know that on April 2, 1792 Congress established the first U.S. Mint in Philadelphia, Pennsylvania? Any interesting person or event can serve as a springboard for a class discussion, writing activity, or mini-research project. The following are just a few of the historically interesting things that have occurred during the month of April.

• Fairy tale author Hans Christian Andersen (1805-1875) was born in Odense,

- Denmark. He created 168 fairy tales for children including the classics The Princess and the Pea, The Snow Queen and The Nightingale. April 3, 1860 - In the American West, the Pony Express service began as the
- first rider departed St. Joseph, Missouri. • April 9, 1866 - Despite a veto by President Andrew Johnson, the Civil Rights Bill
- of 1866 was passed by Congress granting blacks the rights and privileges of U.S. citizenship.

The activity options are endless. With just a little planning you could have a variety of unique activities in your SubPack. Visit the History Place website at <u>www.historyplace.com</u> for additional monthly information.

### **Summer Substitute Opportunities** School District of Clayton Summer programs begin June 3rd. Please email

cindywhitney@claytonschools.net if you are are available to substitute. Elementary Summer Academy (ESA)

Yorba Johnson, Director June 3 - June 28 8:30am - 3:25pm Wydown Summer Academy (WSA) Held at Wydown Middle School

Held at Meramec Elementary School

Steve Meier, Director June 3 - June 23 8:33am - 2:30pm Clayton Summer Academy (CSA) Held at Clayton High School

Paul Hoelscher June 4 - July 3 AM classes from 8:00-11:15, PM classes 11:45-3:00 SummerQuest

SQ Office 314-854-6614 June 3 - July 12 9am - 3:10pm **Substitute Assignments** 

Caroline Brightman, Assistant Director

Held at Clayton High School

Doug Verby, Director

### little slower for substitute assignments. Teachers are limiting their professional development events and personal days in order to make the most of the teaching time left before the state standardized testing. Please be sure to make yourself available

services will skyrocket. Computer Access The District has computer access for substitute teachers in order to use Absent

Management. The username is always "subsub" and the password for this month is

If you are not working as often as usual, don't worry. This time of year tends to be a

after the testing window, particularly on Mondays and Fridays, as the demand for your

MAP Testing

Calendar High Needs April 1, 3 Elementary Umbrella Meetings

**High Needs** 

High Needs

**High Needs** 

**High Needs** 

leaving for the day

#### Elementary Specialists Content PD April 16 & 17

& 4

April

April 22-

May 28-30

June 3

Subscribe to eNews!

"April2019!".

April 5 Early Release Day Check with Administrator before leaving for the day

8-22 April 19 April Break, No School

26 April 24 Board of Education Meeting 7pm Administrative Building

Elementary MAP Testing

May 1 Lab Classroom **High Needs** Early Release Day May 3 Check with Administrator before

May 8 Board of Education Meeting 7pm Administrative Building High Needs May 15 Lab Classroom

Board of Education Meeting May 22 7pm Administrative Building May 27 Memorial Day, No School

May 30 Last Day of Classes **CHS** Graduation 7pm Chaifetz Arena

eNews is sent to District patrons or interested individuals who have subscribed or have provided an email address on the student information form or via Powerschool. Your email address will only be used by the School District of Clayton and will not be sold or distributed. Questions? Give us a call at 314-854-6015 or email

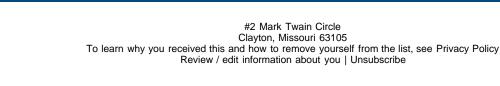
Summer Programs Begin

disability.

**CHS Exams** 

communications@claytonschools.net. The School District of Clayton does not discriminate on the basis of race, color, religion, national origin, gender, age or

Forward to a Friend



#2 Mark Twain Circle Clayton, Missouri 63105

Review / edit information about you | Unsubscribe